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A STUDY OF SABBATICAL LEAVE PRACTICES IN CALIFORNIA PUBLIC JUNIOR COLLEGES.

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QUESTIONNAIRE RESPONSES FROM 71 CALIFORNIA JUNIOR COLLEGE ADMINISTRATORS (A 97 PERCENT RETURN) AND DISTRICT POLICY STATEMENTS WERE ANALYZED TO PROVIDE A BASIS FOR MAKING POLICY CONCERNING SABBATICAL LEAVES AT EL CAMINO COLLEGE. SABBATICAL LEAVE POLICIES WERE IN EFFECT AT 58 COLLEGES, AND THOSE WITHOUT SUCH POLICIES WERE GENERALLY NEW INSTITUTIONS. POLICY STATEMENTS VARIED IN LENGTH AND AMOUNT OF DETAIL, WITH THE MORE PRECISE STATEMENTS IN THE LARGER DISTRICTS. THE PURPOSES FOR WHICH LEAVES WERE MOST COMMONLY GRANTED WERE ADVANCED STUDY, RESEARCH, AND TRAVEL, ALTHOUGH THERE WAS MUCH VARIATION IN DETAILS OF INTERPRETATION OF THESE PURPOSES. SENIORITY WAS THE MOST FREQUENT BASIS FOR SELECTION, FOLLOWED BY THE NATURE OF THE PROJECT. THE NUMBER OF LEAVES GRANTED AT ONE TIME VARIED. THE RANGE OF COMPENSATION FOR A YEAR'S LEAVE WAS FROM 40 TO 60 PERCENT OF THE TEACHER'S REGULAR ANNUAL SALARY, WITH ADJUSTMENTS FOR LEAVES OF LESS THAN A YEAR. SAMPLE DISTRICT POLICIES, THE TEXT OF PERTINENT LEGISLATION, AND THE SURVEY QUESTIONNAIRE ARE INCLUDED. (WO)

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EL CAMINO COLLEGE

A STUDY OF SABBATICAL LEAVE PRACTICES IN CALIFORNIA PUBLIC JUNIOR COLLEGES

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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December 1964

Mrs. Dulcie LeGrand - Chairman, El Camino College
Academic Senate
Sabbatical Leave Committee

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UNIVERSITY OF CALIF.
LOS ANGELES

MAR 17 1967

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EL CAMINO COLLEGE
OFFICE OF INSTITUTIONAL RESEARCH

STUDY OF SABBATICAL LEAVE PRACTICES IN CALIFORNIA PUBLIC JUNIOR COLLEGES

A. THE PROBLEM

As sabbatical leave plans become more attractive, the backlog of certificated personnel who are eligible to apply to take such a leave - - seven years of consecutive service in one district in California - - becomes greater. This will mean that persons desiring such a leave will not find one available for even a longer time because of the economic and instructional necessity of limiting the number that may leave at one time.

Therefore, granting that such leaves are of considerable benefit to the district, students and faculty members, decisions will have to be made regarding:

1. The appropriate ratio of people that can be absent and still allow the college to perform its primary function of instruction efficiently.
2. What proportion of the district budget - - considering salaries and other fringe benefits - - can be realistically allocated to this one type of benefit? Legally, such a leave is a privilege, not a right, and should result in greater benefits to the district and its students.
3. What standards should be developed to insure better programs?
4. Should some means be found to limit, or reduce if necessary, the number of years a person has to wait for such a leave? It might be logical to assume that with a tenured staff staying in a given district some personnel might not be granted a sabbatical leave in 10, 12, or 15 years because everyone wanted one when it became their turn and too few could go at one time. Certainly the solution to this problem isn't easy. However, since the legal minimum service required in this state is seven consecutive years before application can be made, when an individual passes that time he becomes increasingly unhappy if he wants, and deserves, a leave and can't get it.

This study hopes to shed some light on how gross this problem is at present, and what means may be used in the solution.

B. PURPOSES OF THE STUDY

1. To determine the present sabbatical leave practices in California public junior colleges.
2. To compare El Camino's sabbatical leave practices with those of other California public junior colleges.

C. METHODOLOGY

1. The chairman of the Faculty Senate Sabbatical Leave Committee and the Coordinator of Research prepared an inquiry form. (See Appendix B)
2. The inquiry, in duplicate, was sent on April 22, to all chief administrators of California public junior colleges.
3. A follow-up letter was sent on May 13, 1964. A few follow-up phone calls were also made in the fall.
4. Fifty of the respondents attached a copy of their policy and/or rules statement. These were analyzed, and pertinent points are included in this report.

D. ANALYSIS OF FINDINGS

1. Participation in study
   (a) 73 inquiries were sent to the Presidents of California Public Junior Colleges.
   (b) 71 responses, (97%), were returned (See Table I for list of participants).
2. Programs (Table I)
   (a) 60 colleges, (86%), indicated they had sabbatical leave programs although eight had been in operation too short a time to have had anyone on leave.
   (b) Of the 10 colleges that said they had no program, eight were new colleges which had been in operation less than seven years.
   (c) 14 Colleges indicated that they are studying this problem or some portion of it.
3. Policies (Table I)
   (a) 58 Colleges, (82%), said they had written board policies or regulations, and 50 or 70% of those responding, submitted copies.
   (b) Seven of the 13 that had no written statements were new institutions.
   (c) 24 of the statements were dated, while 16 had revision dates of 1963 or 1964, indicating that many colleges have been working on these policies recently. No information was requested concerning the initiation of such programs.
4. Purposes (Table II)
   The major purposes for granting sabbatical leaves by nearly all of the colleges were advanced study, research, and travel.
   (a) Study - 58 colleges report granting such leaves for advanced study. American River said they gave leaves for any acceptable plan. Table IVb shows that 21 schools included a statement regarding the study load which varied from six graduate units or 12 undergraduate units per semester at Coalinga, to 12 graduate units or 16 undergraduate units per semester at five schools. Some of the statements were not clear as to the stipulation.
   (b) Research - 40 colleges said that they granted sabbatical leaves for research. A few institutions stated this area as independent study, and one or two said research projects and independent study, however, nearly all stipulated that the research projects must be of such a nature as to profit the district.
   (c) Travel - 52 colleges granted leaves for travel, many of whom imposed some sort of restriction. Some indicated that travel could only be incidental to research or study, while Table IVb shows that 13 colleges need specific statements concerning the amount or area of travel required.
   (d) Other Processes: 14 indicated that they had granted leaves for writing and five for work experience.
5. Criteria (Table II)
   (a) The California Education Code Provisions, Section 13457, stipulate that the major criterion for granting sabbatical leaves shall be that the program shall be of benefit to the school, pupils, and to the district. Analyzing the policy statements, since criteria were not asked for on the inquiry, we see that 30 schools stated that the program must be of benefit to the district, and 20 that it must be of benefit to the students.
   (b) Five others simply stated that Code Provisions would govern the granting of such leaves.
   (c) Several schools went into considerable detail regarding criteria as may be seen on Table II. Twelve used as many as five or more.
   (d) 22 colleges reported that seniority was a criterion.
   (e) Eight colleges required a health certificate before leave would be granted.

(f) Six stated that they took into consideration whether there had been a previous leave or not.
(g) Seven included professional attitude, and 23 said that the performance record had an important bearing.
(h) Several of the latter indicated that the last three years had to be satisfactory.
(i) 15 colleges indicated that the project itself was a criterion upon which the granting of the leave would be based.
(j) Only one college said that priority application was a criterion to be used.
(k) Age - 22 colleges set forth a maximum age at which a person could receive a sabbatical leave. Nine of these were stated as two, four or five years before retirement, while the others stated a definite age ranging from 57 to 63. One or two schools indicated that in cases where everything else was equal, a teacher who would lose the privilege of a sabbatical leave because of mandatory retirement would have priority. One or two other schools indicated that the younger person would get the priority because of more probable value to the district after the leave.

6. Eligibility

(a) Legal eligibility

Code Section 13458 permits an employee who has rendered service to the district for at least seven consecutive years to apply for a sabbatical leave. All but two schools that had a program stipulated this requirement, the other two stated only one leave could be granted in eight years.

(1) 17 colleges stated that leaves authorized by the board, in keeping with this Code Section, did not count as one of the seven years required. However, 22 indicated that such leaves did not constitute a break in the seven consecutive years; three of these applied this to military leaves only.
(2) 17 colleges specified that service under a nationally recognized fellowship or foundation for a period of not more than one year, would not constitute a break and would also count as one of the seven years.

(b) Replacement (Table IVb)

20 of the 51 colleges submitting statements stipulated that there must be a satisfactory replacement before leave can be granted.

(c) Qualifying service (Table IVb)

19 of the 51 colleges submitting their policy statement specified what the minimum amount of service in a given year would be to qualify as one of the seven. 10 of these indicated that such minimal service would be 75% of the school year, however, six of these schools indicated that less than the 75%, although it didn't count, did not constitute a break.

7. Application Procedures (Table IVb)

45 of the 51 colleges specified application procedures including deadline and submission. A review of Table IV shows no general pattern, however, 12 colleges indicate two deadlines for semester applications, and three colleges indicate 60, 90, and 120 days prior to the effective day of the leave.

Code Section 13457 permits splitting the year's leave into two six-month periods which must be commenced and completed within a three-year period and that the service intervening between the two separate periods shall count toward a subsequent sabbatical leave. Nine colleges allow such leave while 14 forbid it; the others made no comment.

8. Selection

(a) Bases (Table III)

(1) In determining the number of staff members granted sabbatical leave in a given year, 31 colleges used a percentage of the number of full-time certificated staff members. These percentages ranged from 1/2% to 10% with the mode being 5% (11). Six report 2%, and five report 3%.

(2) Seven colleges allow a fixed number of their staff on leave ranging from one in the smaller colleges to six at Pasadena.

(3) Six colleges said they had a budget amount or that funds available dictated how many could go in their district.

(4) Four colleges report having no set basis, while the Los Angeles Junior College District said they had no limit.

(b) Method (Table IVb)

(1) Committee: 21 institutions reported that they had committees, most of which screened the applications and recommended a priority list. Eleven of these were sabbatical leave committees, while the others seemed to take advantage of existing committees such as, certificated personnel, professional relations, professional standards, salary and evaluation. All but one of the sabbatical leave committees were joint administration and faculty with the faculty members usually elected by a majority of the faculty. Four colleges reported that the faculty members were elected for a two-year term, one for three years, and one for five years.

(2) Other: Two colleges reported that the selection was made by the superintendent's cabinet, while others indicated only that the superintendent recommended to the board. Two colleges stated that they required department chairman approval.

(c) Notification

Only four institutions indicated that they would give the applicant notification of action taken, the time ranging from two weeks to 60 days.

(d) Limitations

11 colleges reported having some sort of limitation, such as one per school, one per department or subject field area at a time, one administrator at a time. There should be reasonable distribution or balance by the divisions or departments.

9. Compensation

(a) Amount (Table III)

Of the 58 colleges reporting the type of compensation for sabbatical leave, three reported that the compensation consisted of the difference between the applicant's salary and the replacement's salary. 48 colleges allowed leaves of either a full year or a half year, 26 of whom paid 50% of the applicant's salary in either case. 14 paid 50% for the full year or 100% for the half year. (At Santa Rosa, the 100% did not apply for traveling). A review of this portion of Table III shows a variety of compromises by the other eight schools, such as 70% for a full year or one semester (Mount San Antonio College), or 60% for the full year and 80% for one semester, (Foothill). Fresno allows 50% if the applicant has been employed in the district for eleven years, or 40% for seven years. Seven colleges allowed leaves for the full year only, paying 50% of the applicant's salary.

(b) Manner of payment - - All of the schools submitting statements substantially followed the manner of payment stipulated in Code Sections 13459-60. Table III shows the percentage of the salary that is paid for a full year or one semester's leave. Most colleges allow the applicant to elect the manner of payment which is a choice between payment while on leave in the regular manner, or payment in two increments, half at the end of the first year, half at the end of the second year after returning from leave.

(c) Bond

(1) 42 colleges of the 50 having policy statements included the requirement of a suitable bond indemnifying the district against loss, in the event the employee fails to render at least two years' service following his return, as stipulated in Code Section 13461.

(2) 44 Colleges included specific statements about the above two-year requirement, and Modesto requires five years of service after completion of a sabbatical leave.

(3) 18 colleges stated that they would accept a written agreement in lieu of the bond agreement. As a rule, the bond was required if the instructor was to be paid while he was on leave, although in some colleges the written agreement was acceptable even in such a case. Mount San Antonio requires the written agreement to be notarized.

(4) In keeping with this same Code Section, 30 colleges stipulated that a bond would be exonerated if the employee could not render the two-year service because of death, or physical, or mental disability.

(5) 20 colleges required a notice to the chief administrator (often by registered letter) ranging from "prompt" to within 30 days.

(d) Maximum Compensation (Table IVb)

(1) Five districts consider work experience as a justifiable purpose for a sabbatical leave, however, the total compensation may not exceed the regular salary of the employee had he stayed in the district.

(2) 16 colleges indicated specifically in their lead statement that the employee may accept compensation equal to their regular salary. (A few state that any excess will be deducted from the amount the district pays the employee). Orange Coast states that travel and living expenses outside of the community may be accepted.

(3) 13 colleges specifically indicated that fellowships, grants, etc., that were exempt from income tax would not be included in determining total compensation, and it is therefore implied that such grants or fellowships may be accepted by the person going on sabbatical leave. Riverside stated that such grants would be included in the total compensation.

(e) Retirement Provisions (Table IVa)

25 colleges reported that they allowed retirement credit for the year of sabbatical leave. Several indicated that the retirement contribution would be pro-rated according to the salary received.

(f) Salary Advancement (Table IVa)

35 colleges said that the year of sabbatical leave counted for advancement on the salary schedule, while only one indicated that it did not. A few also reported that credit earned during this leave could be applied to horizontal advancement as well.

10. Return to Duty (Table IV)

(a) Reinstatement (Code Section 13462)

32 of the 51 colleges submitting statements, stated that on returning from leave, the employee, unless he agrees otherwise, shall be reinstated in the position held by him when he left. Seven of these institutions said that it would be the same position, while the others qualified it to say in an equivalent position.

(b) Reporting (Table IVa)

An analysis of the policy statements showed that 34 of the colleges stated that they required a written report by the returnee, especially covering what he felt the benefits would be to himself and the district. Two of these indicated that oral reports might be required, and 12 colleges indicated the required length of the report which varied from 500 to 5,000 words. The mode seemed to be 1,500 words.

Transcripts are required by 27 colleges if the leave was taken for advance study. Two of these stipulated that correspondence courses did not count. The deadlines for submitting reports were indicated by most of these colleges by 27 of the 34 colleges requiring reports, and these ranged from "on return to duty" to "90 days". 60 days seemed to be the most general.

A few institutions require a health certificate upon return.

(c) Liability (Table IV)

According to Code Section 13463, the governing board and the district may not be held liable for payment of any compensation or damages, or the death or injury of any certificated employee while on sabbatical leave. 14 colleges included this statement in their policy.

11. Statistics (Table III)

It was hoped that by asking for the statistics regarding full-time faculty, the number of people legally eligible to apply for a sabbatical leave, and the numbers who had applied for and were granted leaves, there would be an indication as to whether or not a problem existed of many waiting for sabbatical leaves.

(a) A review of Table III seemingly indicates that several schools might have this problem, however, 23 colleges reported fairly large numbers of people that were eligible and waiting. Six of these gave full compensation for half-year leave. Three institutions reported that they maintained a waiting list. This does not point up the problem since there are many that are eligible for the leave who have not taken it in many districts. Many, of course, just don't apply until they come close to the zone of consideration, and many don't want such a leave or don't have a qualified project.

(b) Of the 28 colleges reporting the number of years of the applicants with the lowest priority, 17 reported granting the leaves after seven consecutive years had been satisfactorily completed. Seven of these gave 100% compensation for half-year leave.

12. Unusual Features or Comments

(a) Mount San Antonio College and Citrus College have a special summer sabbatical for administrators - two months' leave plus one month of vacation at full pay which may be taken in lieu of a regular sabbatical leave. (Some other colleges listed some other modifications for administrators). Mount San Antonio also indicated that if an applicant withdraws after December 1 deadline, he might not re-apply for two years.

(b) Napa reported that they would accept an affidavit of sufficient real property in lieu of a bond to guarantee the return for two years. Oakland stipulated that leave could only start at the beginning of a semester except for the good of the college. Several other colleges concurred in this rule.

(c) Oceanside reported that they granted sabbatical in residence, whereby a faculty member could teach one regular class and take advanced college work or work on a research project.

(d) Orange Coast College reported that a non-satisfactory year does not count as one of the seven years, but that it does not interrupt.

(e) Palomar reported that they may have the faculty member sign two notes to insure return, one cancelled after the first year, and one after the second.

(f) Los Angeles Junior College District has a policy providing sabbatical leave for hourly-rate certificated employees. This district also requires the submission of weekly postcards for verification of travel.

(g) Santa Ana requires that changes in plans must be requested in writing and approved in advance. A few other colleges included a similar statement.

(h) San Francisco City College stated that the election of the type of payment in the application is final. One or two other colleges made the same stipulation.

(i) Riverside indicated that interim reports may be required by the superintendent.

(j) Marin College reported that all eligible applicants had been given leave so far.

(k) Los Angeles Junior College District and Long Beach reported that all applicants submitting a justifiable program were also granted leaves, however, Long Beach stated that they would have a "long line" if 100% compensation were given for one semester.

(l) Santa Rosa stated that if a sabbatical were to be taken for one semester, that usually it must be taken in the spring. Several colleges concurred. Compton was an exception to this rule requiring one semester leave to be taken in the fall.

(m) Southwestern College reported that sabbatical leave applications from twelve-month employees are considered individually.

(n) Cerritos indicated that an unsuitable plan might be resubmitted within two weeks. A few other colleges included such a provision sometimes without deadline.

(o) Modesto stipulates that course work taken before or after the leave cannot count toward the fulfillment of leave requirements.

(p) Palomar allows one more to go if the percentage results in over one-half. Several other colleges indicated this practice.

(q) San Mateo reported that the Board may exceed the stated percentage in a given year if the circumstances warrant it.

(r) Citrus, Coalinga, and Orange Coast include a statement that sabbatical leaves are not accumulative.

E. SUMMARY AND CONCLUSIONS

1. The granting of sabbatical leaves seems to be a generally accepted practice by California public junior colleges, but program patterns vary widely.

2. Policy statements - - some of which are short - - are available from a majority of the colleges stating that the California Code governs their program. Others cover three or more pages and are quite definitive. Those in the larger districts, especially unified districts, tend to be more complete.

3. Sabbatical leave programs in California public junior colleges are relatively new and in the process of evolution. As elements of the program are liberalized - i.e., 100% compensation for one semester - the waiting list problem will undoubtedly increase.

4. Much of the work on these programs is in a state of flux. Fifteen colleges report that they are studying the area to develop or revise their regulations. Also the status of many districts has recently changed, or will soon change, which will have an effect on sabbatical leave provisions. (Combination of districts or a change from unified to separate junior college district.)

5. Several districts have excellent selection criteria statements. However, seniority and project seem to be the prime factors.

6. Although there may be increasing numbers of people eligible to apply for a sabbatical leave, there are probably many who are not interested in going for one reason or another, or otherwise cannot qualify.

F. RECOMMENDATIONS

1. Each must review its philosophy of sabbatical leaves and determine the extent of its support of this very worthwhile part of the in-service training program. This review should be made not only from the "financial" standpoint, but from the effect on the instructional program of the release and replacement of personnel, and the "good" the program can do for the individual, students, and district.

2. With "stable" faculties, and more liberal leave provisions, the problem of "waiting lines" will tend to increase. Districts must decide what their maximum effort in this area will be and structure their program accordingly. (If three or 5% is the maximum that is to be allowed to go in one semester at 100% pay, perhaps the years of service for eligibility should be increased).

3. As a district develops a policy and/or rules statement, care should be exercised to include all elements of requirement that are desired and still maintain flexibility. "Unwritten requirements" usually lead to ill feeling and confusion. Some of these might include: application and selection procedures; criteria; study and travel requirements (units, travel time and location); reporting procedures; and many others.

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APPENDICES

APPENDIX A
LEGAL BASES FOR SABBATICAL LEAVES
IN CALIFORNIA

California Education Code
1963 Edition (Div. 10, Chap. 2, Art. 5)

Section 13457 LEAVES OF ABSENCE FOR STUDY AND TRAVEL

The governing board of any school district may grant any employee of the district employed in a position requiring certification qualifications, a leave of absence for not to exceed one year for the purpose of permitting study or travel by the employee which will benefit the schools and pupils of the district. The governing board may provide that such a leave of absence be taken in separate six-month periods rather than for a continuous one-year period, provided that the leave of absence for both of the separate six-month periods shall be commenced and completed within a three-year period. Any period of service by the individual intervening between the two separate six-month periods of the leave of absence shall comprise a part of the service required for a subsequent such leave of absence.

If any leave of absence commenced upon within three years prior to the effective date of the amendments to this section adopted at the 1961 Regular Session of the Legislature, was taken in one or more separate periods of less than one year, the period of service intervening between such separate periods shall comprise a part of the service required for a subsequent such leave of absence.

(Amended by Stats. 1961, Ch. 256.)

Section 13458 TIME QUALIFICATIONS FOR LEAVES OF ABSENCE FOR TRAVEL AND STUDY

No leave of absence shall be granted to any employee under Section 13457 who has not rendered service to the district for at least seven consecutive years preceding the grant of the leave, and not more than one such leave of absence shall be granted in each seven-year period. The governing board granting the leave of absence may, subject to the rules and regulations of the State Board of Education, prescribe the standards of service which shall entitle the employee to the leave of absence. No absence from the service of the district under a leave of absence, other than a leave of absence granted pursuant to Section 13457, granted by the governing board of the district shall be deemed a break in the continuity of service required by this section, and the period of such absence shall not be included as service in computing the seven consecutive years of service required by this section. Service under a national recognized fellowship or foundation approved by the State Board of Education, for a period of not more than one year, for research, teaching or lecturing shall not be deemed a break in continuity of service, and the period of such absence shall be included in computing the seven consecutive years of service required by this section.

Appendix A
Legal Bases for Sabbatical Leaves in California (Continued)

Section 13459 SERVICE AND COMPENSATION DURING LEAVES OF ABSENCE FOR TRAVEL AND STUDY

Every employee granted a leave of absence pursuant to Section 13457 may be required to perform such services during the leave as the governing board of the district, with the approval of the county superintendent of schools, and the employee may agree upon in writing, and the employee shall receive such compensation during the period of the leave as the governing board, with the approval of said county superintendent, and the employee may agree upon in writing, which compensation shall be not less than the difference between the salary of the employee on leave and the salary of a substitute employee in the position which the employee held prior to the granting of the leave. However, in lieu of such difference, the board may pay one-half of the salary of the employee on leave or any additional amount up to and including the full salary of the employee on leave.

Section 13460 MANNER OF PAYMENT FOR LEAVE OF ABSENCE TIME

Compensation granted by the governing board to the employee on leave may be paid in two equal annual installments during the first two years of service rendered in the employ of the governing board following the return of the employee from the leave of absence. The compensation shall be paid the employee while on the leave of absence in the same manner as if the employee were teaching in the district, upon the furnishing by the employee of a suitable bond indemnifying the governing board of the district against loss in the event that the employee fails to render <u>at least two years'</u> service in the employ of the governing board following the return of the employee from the leave of absence. The bond shall be exonerated in the event the failure of the employee to return and render two years' service is caused by the death or physical or mental disability of the employee. If the governing board finds and by resolution declares that the interests of the district will be protected by the <u>written agreement</u> of the employee to return to the service of the district and render at least two years' service therein following his return from the leave, the governing board in its discretion may waive the furnishing of the bond and pay the employee on leave in the same manner as though a bond is furnished.

Section 13461 FULFILLMENT OF SERVICE REQUIREMENTS BY SERVICE IN ONE OR MORE DISTRICTS

Where one governing board serves as the governing board of two or more spearate districts, an employee may fulfill the service requirements provided in Section 13458 or in 13460, or both, by service in any one or more of the districts under the jurisdiction of such governing board. At the option of the governing board the provisions of this section may apply in whole or in part to service rendered prior to October 1, 1949.

Appendix A
Legal Bases for Sabbatical Leaves in California (Continued)

Section 13462 REINSTATEMENT AFTER LEAVE OF ABSENCE

At the expiration of the leave of absence of the employee, he shall, unless he otherwise agrees, be reinstated in the position held by him at the time of the granting of the leave of absence.

Section 13463 LIABILITY FOR DEATH OR INJURY DURING LEAVE OF ABSENCE

Both the governing board of any district and the district shall be freed from any liability for the payment of any compensation or damanges provided by law for the death or injury of any employee of the district employed in a position requiring certification qualifications when the death or injury occurs while the employee is on any leave of absence granted under the provisions of Sections 13453 to 13466, inclusive.

Sabbatical Leave

I. Purpose of Leave — Sabbatical leave of absence is a privilege accorded to qualified members of the faculty for intellectual refreshment, normally to be attained by study, research, travel, or other creative activity. Its ultimate objectives are the enhancement of service to El Camino College and the increase of its distinction. The sabbatical leave of absence is not any earned right but is a privilege which may be granted by the Board of Trustees. It is expected, therefore, that applications will be accompanied by a statement of an acceptable program which the applicant proposes to follow while on leave, and that on return to regular duty he will submit a report on the results of the leave as a record of faculty growth and for retention in the College files. (Authority Education Code Section 13673)

II. Eligibility — An applicant for sabbatical leave must have rendered service requiring certification in the El Camino Junior College District for at least seven consecutive years immediately preceding the sabbatical leave. A leave of absence, except a sabbatical leave, does not count as a break in continuity of service. (Education Code Section 13674: "No leave of absence shall be granted to any employee under Section 13673 who has not rendered service to the district for at least seven consecutive years preceding the granting of the leave, and not more than one such leave of absence shall be granted in each seven-year period. The governing board granting the leave of absence may, subject to the rules and regulations of the State Board of Education, prescribe the standards of service which shall entitle the employee to the leave of absence. No absence from the service of the district under a leave of absence, other than a leave of absence granted pursuant to Section 13673, granted by the governing board of the district shall be deemed a break in the continuity of service required by this section, and the period of such absence shall not be included as service in computing the seven consecutive years of service required by this section. Service under a national recognized fellowship or foundation approved by the State Board of Education, for a period of not more than one year, for research, teaching or lecturing shall not be deemed a break in continuity of service, and the period of such absence shall be included in computing the seven consecutive years of service required by this section.")

III. Extent, Distribution and Compensation — 1. Certificated employees granted sabbatical leave for one semester shall be paid full salary during such leave.

2. Certificated employees granted sabbatical leave for a period of one school year shall be paid one-half salary for the school year in which the sabbatical leave is taken.

Rules
Approved 12/9/58
Amended: 11/23/59, 4/11/60

Sabbatical Leave, cont.

3. No more than 3% of the faculty may be granted sabbatical leave in any one school year. (Amendment to Bylaws, approved by the Board of Trustees at their meeting of June 9, 1958.)

4. A certificated employee who is granted sabbatical leave of absence shall receive, when sabbatical leave salary is computed, such automatic changes in salary rating as would have been received had he remained in active service.

5. Method of payment. Employees on sabbatical leave will be paid at the same intervals as they would for their normal pay period.

IV. Criteria — Equal value shall be given to study, research, travel, or other creative activity or a combination of these criteria.

V. Priority — All departments of the school will be given equal consideration in determining priority.

VI. Seniority — Seniority shall be defined as starting with the first day of paid service as a regular full-time certificated employee of the El Camino Junior College District. Seniority in terms of years of service shall be the first consideration when making a selection of candidates. Seniority for those who have been on sabbatical leave from El Camino College shall start again with the first day of paid service of a regular semester upon returning from sabbatical leave.

If two or more people have equal seniority in terms of years of service to the college and if one has reached the last possible time to take a sabbatical leave according to the age deadline (see next paragraph), or lose his opportunity to ever take one, he shall be given preference.

VII. Age Deadline — The last possible time for an applicant to take sabbatical leave will be such that there shall be two full years remaining for the instructor to serve the school district prior to the end of his legal tenure.

VIII. Bond — A bond will be required unless the Board of Trustees approves a Leave of Absence Agreement in lieu of such bond. If a Leave of Absence Agreement is substituted in lieu of a faithful performance bond the employee must render two full years of service immediately following his return from sabbatical leave . Failure to perform will result in a payment to the district by the employee from the sum received proportionate to the time of failure to meet the obligation of teaching in the two year period.

IX. Accident or Illness — Interruption of the program of study or research caused by serious accident or illness during a sabbatical leave, evidence of which is satisfactory

Rules
Approved 12/9/58
Amended: 11/23/59, 4/11/60

Sabbatical Leave, cont.

to the Superintendent, shall not prejudice an employee as regards the fulfillment of the conditions regarding study or research on which such leave was granted nor affect the amount of compensation to be paid such employee under the terms of such sabbatical leave; provided, however, that the Superintendent has been promptly notified of such accident or illness, which in general shall be registered letter mailed within fifteen days of such accident or illness.

X. Return to Service — At the expiration of the leave of absence the employee shall, unless he agrees otherwise, be reinstated in a position equivalent in duties to that held by him at the time of the granting of the leave.

XI. Report on Sabbatical — Each employee returning from leave shall file a written report with the Superintendent. It is suggested that this report be planned in consultation with the Superintendent before the leave is taken. When formal college credit has been earned during the leave an official transcript will be required also.

XII. Application — Applications for sabbatical leave of absence will be accepted for the following school year between the dates of September 15 and October 15, inclusive. Should an application be denied for lack of a suitable plan, applicant will be given an opportunity to improve his plan and resubmit his application within a period of two weeks from the date of notification that his plan is not acceptable.

Besides the 3% of the faculty who are allowed to be absent on sabbatical leave of absence during one year, a list of alternates will be established each year to stand by in the event change of plans of applicants or increase in staff permits additional grants.

Sabbatical grants will be made for the school year and not the fiscal year.

Rules
Approved 12/9/58
Amended: 11/23/59, 4/11/60

April 22, 1964

It has been over six years since the Board of Trustees of El Camino College approved the present plan for sabbatical leaves. We feel that this is a very important phase of our college program and that it should be revised to keep abreast of the best practices in California public junior colleges.

Therefore, I hope you can take a few minutes out of your busy schedule to complete the enclosed inquiry form indicating what your practices are regarding sabbatical leave. Please return one copy when it is completed. The other is for your file. A stamped, self-addressed envelope is enclosed for your response.

Thank you very much for your cooperation, and we shall be glad to provide a copy of the summary of this study if you so desire.

Very sincerely,

Stuart E. Marsee

Stuart E. Marsee
President

SEM:HLS:ptp
Enclosures

EL CAMINO COLLEGE
OFFICE OF INSTITUTIONAL RESEARCH

April 22, 1964

INQUIRY ON SABBATICAL LEAVE PRACTICES IN CALIFORNIA PUBLIC JUNIOR COLLEGES

El Camino College approved its present sabbatical leave policy in 1958, and since this benefit is very important to both the faculty and college, our faculty feels that it is time to determine what changes in practice have been made.

Please check the practices that are pertinent to your college.

___ 1. Would you care for a summary of this survey?

___ 2. Does your college have a sabbatical leave program? (If not, please write NO in the blank and return this form -- this will indicate you have no one going on sabbatical leave.)

___ 3. Do you have a written policy statement and/or implementing regulations? (If so, would you please attach a copy of each).

4. What basis do you use for allowing sabbatical leaves?

___ a. Percentage of full-time staff _____ %
___ b. Fixed number of staff Number _____
___ c. Fixed budget amount $ _____
___ d. Other _____

5. How many years must an individual be on your staff before he is eligible for a sabbatical leave?

___ a. Seven years
___ b. Eight years
___ c. Nine years
___ d. Ten years
___ e. Other _____

6. How many years on your staff did the person with lowest priority have who received a sabbatical leave this year? Years _____

7. What were your sabbatical leave statistics for 1964-65?

a. Number of full-time certificated staff _____
b. Number eligible for sabbatical leave _____
c. Number who were eligible who applied _____
d. Number on sabbatical leave _____

___ 8. Do you have a waiting list of eligible people for sabbatical leaves?
If so, how many are on the list? _____
How many years does your active waiting list cover? _____

9. What are the purposes for which you allow sabbatical leave?

___ a. Study
___ b. Travel
___ c. Research
___ d. Publication Writing
___ e. Other _____

10. What are the time limits on your sabbatical leaves, and what is the compensation? (Please check pattern).

COMPENSATION	FULL YEAR	HALF YEAR
a. 50%		
b. 60%		
c. 75%		
d. 100%		
e. None		
f. Difference between employee's pay & substitute's		
g. Other		

11. Is there a stipulation on how long a person must remain with the district after returning from sabbatical leave?

___ a. Two years
___ b. Other _____

12. Please include other comments you feel might be important (i.e., other restrictions, other beneficial features, plans for future, methods of reducing waiting list).

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signed _____

Position _____

College _____

Have you attached a copy of your policy and regulations?
Thank you for your help.

OIR:4/21/64-9

TABLE I

SABBATICAL LEAVE PROGRAMS IN CALIFORNIA PUBLIC JUNIOR COLLEGES

COLLEGE	DATE EST.	TYPE OF DISTRICT	HAS PROGRAM	HAS POLICY STATEMENT*	DATE OF PRESENT STATEMENT	WAITING LIST	REMARKS
American R.	1955	J.C.	Yes	*Yes		No	
Antelope V.	1929	J.C.	Yes	Yes	1-23-63		
Bakersfld	1913	J.C.	Yes	Yes	No date	No	Studying
Barstow	1960	J.C.	No response				
Cabrillo	1959	J.C.	Yes	Yes	No date		Studying
Cerritos	1956	J.C.	Yes	Yes	No date	No	Studying
Chabot	1961	J.C.	No	No			
Chaffey	1916	J.C.	Yes	Yes	9-18-63	No	
Citrus	1915	J.C.	Yes	Yes	9-19-62	No	
Coalinga	1932	J.C.	Yes	Yes	8-63	No	
Compton	1927	J.C.	Yes	Yes	No date	No	
Contra Cos.	1950	J.C.	Yes	Yes	5-22-61	No	Studying
Desert	1962	J.C.	No	No			
Diablo V.	1950	J.C.	Yes	Yes	5-22-61	No	
El Camino	1946	J.C.	Yes	Yes	4-11-60	No	Studying
Foothill	1958	J.C.	Yes	Yes	No date		
Fresno	1910	Unified	Yes	Yes	1-7-63	No	
Fullerton	1913	J.C.	No response				
Gavilan	1919	J.C.	No	No			Studying
Glendale	1927	J.C.	Yes	Yes	No date	Yes	
Grossmont	1961	J.C.	Yes	*Yes		No	Studying
Hancock	1920	J.C.	Yes	Yes	No date	No	
Hartnell	1920	J.C.	Yes	Yes	No date	No	
Imperial V.	1922	J.C.	No	No			
Lassen	1925	H.S.	Yes	Yes	No date		
Long Beach	1927	Unified	Yes	*Yes		No	
L.A.Cols.	--	J.C.	Yes	Yes	2-26-64	No	
Marin	1926	J.C.	Yes	Yes	No date	No	
Merced	1963	J.C.	No	No			
Modesto	1921	J.C.	Yes	Yes	3-5-62	Yes	
Monterey P.	1947	J.C.	Yes	*Yes		No	Studying
Mt.SAC	1946	J.C.	Yes	Yes	4-63	No	
Mt.San Jac.	1963	J.C.	No	No			
Napa	1942	H.S.	Yes	Yes	11-12-63	No	
Oakland	1953	Unified	Yes	Yes		No	
Ocean-Carl.	1934	J.C.	Yes	Yes	5-63	No	
Orange Co.	1948	J.C.	Yes	Yes	No date	No	
Palomar	1946	J.C.	Yes	Yes	No date	Yes	
Palo Verde	1947	Unified	Yes	No		No	
Pasadena	1924	J.C.	Yes	Yes	No date	No	
Porterville	1927	H.S.	Yes	No		No	
Reedley	1926	H.S.	Yes	Yes			
Rio Hondo	1963	J.C.	No	No			
Riverside	1916	J.C.	Yes	Yes	6-16-58		
Sacramento	1916	Unified	Yes	Yes	No date	No	
San Bernar.	1926	J.C.	Yes	Yes	6-4-63	No	
San Diego	1914	Unified	Yes	Yes	12-5-63	No	
San Franc.	1935	Unified	Yes	Yes	No date	No	
San Joaquin	1935	J.C.	No	No			
San Jose	1921	J.C.	Yes	*Yes		No	Studying

*Did not submit

TABLE I Continued

COLLEGE	DATE EST.	TYPE OF DISTRICT	HAS PROGRAM	HAS POLICY STATEMENT*	DATE OF PRESENT STATEMENT	WAITING LIST	REMARKS
San Luis O.		J.C.	No	No			
San Mateo	1922	J.C.	Yes	Yes	No date	No	
Santa Ana	1915	J.C.	Yes	Yes	6-19-59	No	Studying
Santa Barb.	1946	J.C.	Yes	Yes	4-64	No	Studying
Santa Monica	1929	Unified	Yes	Yes	7-1-64	No	
Santa Rosa	1918	J.C.	Yes	Yes	No date		
Sequoias	1926	J.C.	Yes	Yes	4-16-62		
Shasta	1950	J.C.	Yes	*Yes		No	Studying
Sierra	1936	J.C.	Yes	Yes	No date	No	Studying
Siskiyous	1959	J.C.	No	No			Studying
Sowestern	1961	J.C.	Yes	Yes	3-19-64		
Taft	1922	J.C.	Yes	*Yes		No	
Vallejo	1945	Unified	Yes	Yes	10-15-63	No	
Ventura	1925	J.C.	Yes	Yes	No date	No	Studying
Victor V.	1961	J.C.	Yes	Yes	10-9-62		
West Valley		J.C.	No	No			
Yuba	1927	J.C.	Yes	Yes	9-1-63	No	

TABLE II

SABBATICAL LEAVE PURPOSES AND CRITERIA IN CALIFORNIA PUBLIC JUNIOR COLLEGES

COLLEGE	PURPOSES				CRITERIA								
	STUDY	RES.	TRAV.	OTHER	SENIOR	HEALTH	PREV. LEAVE	PROF ATT.	PROJECT	PERF. RECORD	BEN.TO DISTR.	BEN.TO STUD.	AGE*
American R.				Not Spec.									
Antelope V.	X		X								X	X	
Bakersfield	X	X	X								X	X	
Barstow													
Cabrillo	X	X	X										
Cerritos	X	X	X	Write Wk.exp	X		X	X	X	X	X	X	
Chabot													
Chaffey	X				X						X	X	
Citrus	X	X	X		X						X		63
Coalinga	X	X	X		X		X		X				
Compton	X	X	X	Write							X		
Contra Cos.	X	X	X		X			X	X	X	X	X	
Desert													
Diablo Val.	X	X	X		X			X	X	X	X	X	
El Camino	X	X	X		X						X		2-B.R.
Foothill	X	X	X	Write	X				X	X	X	X	2-B.R.
Fresno	X		X	Write	X	X		X	X	X	X	X	
Fullerton													
Gavilan													
Glendale	X		X		X	X	X		X		X	X	
Grossmont	X	X	X										
Hancock	X	X	X		X			X	X	X	X	X	
Hartnell	X	X									X		60
Imperial V.													
Lassen	X		X								X		
Long Beach	X		X										
L.A.Colleges	X	X	X	Write	X	X				X			2-B.R.
Marin	X	X	X	Write	X				X		X		5-B.R.
Merced													
Modesto	X	X	X						X		X	X	5-B.R.
Monterey	X	X	X										
Mt. SAC	X	X	X								X		2-B.R.
Mt.San Jac.													
Napa	X	X	X										58
Oakland	X	X	X		X	X			X		X	X	
Ocean-Carls.	X	X	X		X	X		X		X	X	X	
Orange Coast	X	X	X	Wk.exp							X	X	
Palomar	X	X	X	Write	X								
Palo Verde	X	X	X	Write									
Pasadena	X	X	X	Write									
Porterville	X												
Reedley													
Rio Hondo													
Riverside	X	X	X		X	X	X		X		X		57

TABLE II Continued

COLLEGE	PURPOSES				CRITERIA								
	STUDY	RES.	TRAV.	OTHER	SENIOR	HEALTH	PREV. LEAVE	PROF. ATT.	PROJECT	PERF. RECORD	BEN.TO DISTR.	BEN.TO STUD.	AGE*
Sacramento	X												61
San Bernard.	X	X	X	Write Wk.exp							X	X	
San Diego	X	X									X	X	
San Francis.	X	X	X								X	X	4B.R.
San Joaquin													
San Jose	X		X										
San Luis O.													
San Mateo	X	X		Write							X	X	
Santa Ana	X	X	X		X		X	X	X	X	X	X	57
Santa Barb.	X		X			X					X	X	5B.R.
Santa Monica	X	X	X		X		X		X	X	X		
Santa Rosa	X	X	X	Write	X								
Sequoias	X		X	Wk.exp	X	X			X		X	X	4B.R.
Shasta	X	X	X										
Sierra	X	X	X		X								
Siskiyous													
Sowestern	X	X	X	Wk.exp									
Taft	X	X	X										
Vallejo	X	X	X	Write									
Ventura	X	X	X										
Victor Val.	X		X										60
West Valley													
Yuba	X	X	X	Write						X			

*B.R. = Before Retirement

TABLE III

SELECTED SABBATICAL LEAVE PRACTICES OF CALIFORNIA PUBLIC JUNIOR COLLEGES

COLLEGE	BASES	STATISTICS F/T FAC	No.Elig.	No.App.	No.Granted	Lowest Priority	COMPENSATION Full year	Half Year
American R.		134	45	5	3	7	50%	100%
Antelope V.	2%	50		0	0	None	50%	80%
Bakersfield	5%	168	60	4	4	7	50%	50%
Barstow								
Cabrillo	Under study						50%	100%
Cerritos	5%	155	7			7	50%	100%
Chabot								
Chaffey	Bd. decision	103	50	0	0	None	60%	70%
Citrus	As needed			0	0	None	50%	100%
Coalinga	One	33	11	1	1(64-65	None	50%	50%
Compton	Four	80	60	0	0		50%	50%
Contra Cos.	Funds available	107	40	0	0		60%	60%
Desert								
Diablo Val.	Funds available	147	47	5	5	7	60%	60%
El Camino	3%	283	107	24	8	10	50%	100%
Foothill	5%	District too new					60%	80%
Fresno	4%	143	5	1	1	12	50%-11 yrs or 40% 7yrs	
Fullerton								
Gavilan								
Glendale	1%	1000 +	App.50%	11	10		50%	50%
Grossmont	4%	80	4	2	2	7	50%	100%
Hancock	5%	50	2 1/2	2	2	7	50%	100%
Hartnell	No set	74	35	2	2(64-65	None	50%	
Imperial V.								
Lassen	One						50%	
Long Beach	1/2%						50%	50%
L.A.Colleges	No limit	21,976			283		50%	50%
Marin	5%	94	50	3	3(64-65	8	65%	65%
Merced								
Modesto	Three	154	83		3	7	50%	50%
Monterey P.	10%	72	11	4	4	7	50%	
Mt. SAC	5%						70%	70%
Mt.San Jac.								
Napa	2%	39	32	1	1	9	50%	100%
Oakland	1%					7	50%	50%
Ocean-Carls.	2%		20	0	0		50%	100%
Orange C.	10%	150	15	1	1	15	50%	100%
Palomar	5%						50%	100%
Palo Verde			1	0	0		50%	
Pasadena	Six	300	200	6	6	7	50%	50%
Porterville	One	28	16	0	0		50%	
Reedley								
Rio Hondo								
Riverside	Bd. Decision	109	36	1	1(64-65	8	50%	50%
Sacramento	5%	165	8	1	1	7	50%	50%
S.Bernardino	5%					10	50%	50%
San Diego	Budget Amount	4858		23	10	7	50%	50%
S.Francisco	2%	267	149	9	9	7	60%	60%
San Joaquin								

TABLE III Continued

COLLEGE	BASES	STATISTICS F/T FAC	No. Elig.	No. App.	No.Granted	Lowest Priority	COMPENSATION Full year	Half year
San Jose	? %	170		6	5	8	50%	50%
San Luis O.								
San Mateo	3%	177	83	6	6	7	50%	100%
Santa Ana	Bd.decision			0	0	None	difference	
S. Barbara	1 1/2%	55	8	2	2	7	50%	
S. Monica	2%			0	0	None	50%	50%
Santa Rosa	5%	94		4	4	8	50%	100% No Travel
Sequoias	two						50%	50%
Shasta	None					7	50%	
Sierra	One	55	47	2	0	0	50%	
Siskiyous								
Sowestern	Bd. decision						50%	100%
Reedley								
Taft	3%	38	14	1	1	10	50%	50%
Vallejo	1%	48	1	0	1		difference	
Ventura	3%	112	50	2	2	7	50%	50%
Victor V.	2%						50%	50%
West V.								
Yuba	3%	64	32	1	1	25	difference	

TABLE IV

ANALYSIS OF SABBATICAL LEAVE STATEMENTS BY CALIFORNIA PUBLIC JUNIOR COLLEGES REGARDING EDUCATION CODE PROVISIONS (SCHOOLS SUBMITTING STATEMENTS)

COLLEGE	SPLIT LEAVES ALLOWED	OTHER LEAVES: NOT A BREAK	OTHER LEAVES: DON'T COUNT IN 7 YEARS	OTHER LEAVES: FOUNDATION LEAVES	REIN-STATE-MENT	LIABI-LITY	BONDING: REQUIRED	BONDING: EXONERATED*	BONDING: WAIVED
Antelope V.							X		
Bakersfield	Yes	Mil. only	X		Same	X	X		X
Cabrillo	Yes								X
Cerritos	Yes	X	X		Equiv.		X	X-15	X
Chaffey		X	X	X	Same	X	X	X	X
Citrus		Mil. Only					X	X-prompt	X
Coalinga			X	X	Equiv.		X	X-10R	X
Compton	Yes						X		
Contra Cos.	No				Equiv.	X	X	X	X?
Diablo Val.	No				Equiv.	X	X	X	X?
El Camino	Yes	X	X	X	Equiv.		X	X-15	X
Foothill	Yes						X	X	X
Fresno	No				Equiv.	X	X	X-30R	
Glendale	No						X		
Hancock	No				Equiv.	X	X	X	
Hartnell					Equiv.		X		
Lassen									X
Los Angeles	Yes	X	X	X	Equiv.		X	X-10	
Marin					Equiv.		X	X-15	
Modesto	Yes			X			X	X-15R	
Mt. SAC	No	X			Equiv.		X	X-prompt	X
Napa							X		
Oakland	Yes	X	X	X	Equiv.	X	X	X-30R	X
Ocean-Carls.	No				Equiv.	X	X	X	
Orange Coast	Yes			X	Same		X		
Pasadena	No				Equiv.	X	X	X	
Riverside		Mil. Only			Equiv.		X	X-10	
Sacramento	Yes	X			Same				
S.Bernardino		X			Same	X	X		
San Diego	Yes	X	X	X	Equiv.	X	X	X-10	X
S.Francisco	No	X	X	X	Same	X	X	X	X
San Mateo	Yes	X			Equiv.		X		X
Santa Ana	No				Equiv.		X		
S.Barbara							X	X	
S.Monica	No	X	X	X	Same	X	X	X-10	
Sequoias	No				Equiv.		X	X-30R	
Sowestern				X			X		X
Vallejo	No								X
Ventura		X	X			X	X		
Victor V.							X	X	
Yuba	No								

* Notice Required Within Certain Time
R = Registered Letter

TABLE IVa

ANALYSIS OF SABBATICAL LEAVE STATEMENTS BY CALIFORNIA PUBLIC JUNIOR COLLEGES REGARDING EDUCATION CODE PROVISIONS
(SCHOOLS SUBMITTING STATEMENTS)

COLLEGE	WRITTEN	REPORTING DEADLINE	TRANSCRIPT	RETIREMENT PROVISIONS	SALARY ADVANCEMENT	SECOND LEAVE
Antelope Valley					X	
Bakersfield	X	Immediately			X	X
Cabrillo					X	X
Cerritos	X		X		X	
Chaffey						X
Coalinga	X	60 days	X	X	X	
Compton	X-Oral					
Contra Costa	X	October 1	X		X	
Diablo Valley	X	October 1	X		X	
El Camino	X	On return	X		X	X
Foothill					X	
Fresno	1500 words	30 days	X	X	X	X
Glendale	3-5,000 words		X NC			
Hancock	X				X	
Hartnell	Certify	October 1				
L.A.Colleges (7)	1500 words	within 2 pay periods	X	X	X	X
Marin	X		X		X	
Modesto				X	X	X
Mount San Antonio				X	X	
Oakland	1500 words	30 days	X NC	X	X	
Oceanside-Carls.			X			
Orange Coast	X	60 days		X	X	
Palomar				X		
Pasadena			X			
Riverside	X	30 days	X	X	X	
Sacramento	X	return to duty	X		X	
San Bernardino	X + oral	month				
San Diego	X	6 weeks	X		X	
San Francisco	2500 words	60 days	X	X		
San Mateo	X	60 days	X	X	X	
Santa Ana	X	30 days		X	X	
Santa Barbara	Certify			X	X	
Santa Monica	X	90 days		X	X	X
Santa Rosa	X	On return	X			X
Sequoías	X	30 days	X	X	X	
Sierra					No	
Southwestern	500 words	90 days	X	X	X	X
Vallejo	X		X	X	X	
Ventura				X	X	
Victor Valley				X	X	
Yuba						X

TABLE IV b

ANALYSIS OF SABBATICAL LEAVE STATEMENTS BY CALIFORNIA PUBLIC JUNIOR COLLEGES REGARDING EDUCATION CODE PROVISIONS
(SCHOOLS SUBMITTING STATEMENTS)

COLLEGE	APPLICATION DEADLINES	QUALIFYING SERVICE AMT.	QUALIFYING SERVICE LESS NOT BREAK	REQUIREMENT STUDY	REQUIREMENT TRAVEL	SATIS. REPLACE.	SALARY LIMIT*	COMMITTEE FOR SELECTION
Antelope V.	2/1							
Bakersfld.	5/20			F/T	66%	X	X*	
Cabrillo	2/1							X
Cerritos	3/1;10/15						X*	X
Chaffey	2/1							
Citrus	2/1							
Coalinga	1/15	75%	X	6GU-12 UGU				
Compton	120 days prior			F/T				
Contra C.	3/1;11/15	75%		12G-16UGU	Foreign	X		X
Diablo V.	3/1;11/15	75%		12G-16UGU	Foreign	X		X
El Camino	Bet.9/15 & 10/15							
Foothill	10/15					X	X*	X
Fresno	11/1;3/1	75%	X	16UGU-8GU	3 1/2 mo.			
Glendale	2/15			8 GU	3 1/2 mo.	X	X*	
Hancock	3/1			F/T				X
Hartnell	3/1					X		
Lassen	3/31							
L.A.Colleg.	In calendar	130 days			60%,over 300 miles	X	X*	
Marin	Bet.9/15 & 10/15							X
Modesto	1/1;9/30				substantial	X		X
Mt.SAC	12/1			8U	outside Cal.	X		X
Napa								X
Oakland	3/1;11/1	75%	X	8U				
Oceanside	10/1;5/1					X		X
Orange C.	10/1	75%	X	12U	4 mos.		?*	X
Palomar								
Pasadena	12/1			12G-16UG				
Riverside	10/1;2/15	150 days		10G-14UG		X	X	
Sacramento	60 d.prior			12U		X		
S.Bernard.	4/1			F/T	substantial		X	
San Diego	2/15;9/15			F/T				X
San Franc.	3/1;10/1	75%	X	8U NC	4 1/2 mo.			
San Mateo	3/1			8U	3 1/2 mo.			X
Santa Ana	3/1;10/1	75%				X	X	
S.Barbara		75%				X		X
S.Monica	12/1	75%		14U			X	X
S.Rosa	11/1			8U NC	3 1/2 mo.			
Sequoias	3/1	75%	X				X	X
Sierra	1/1							X
Sowestern	3/1			8G-12UG			X*	X
Vallejo								X
Ventura	90 d.prior							
Victor V.								
Yuba								

*Not including grants, fellowships,etc.

G = Graduate units UGU = Under graduate units per semester